

## Electrical Exam Information



Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state electrical license).

Types of Licenses:

- Master - Unrestricted
- Residential – Allows holder to work on One and Two-family structures only

### Minimum Application Requirements to go before the board:

The applicant must submit the following to the Board of Electrical Examiners at least ten (10) business days before the Board meeting **and name must be placed on agenda:**

1. Electrical Exam Application
2. Resume with work experience
3. A SIGNED NOTARIZED LETTER OF REFERENCE from employer on original letterhead stationery documenting six (6) years of experience, including dates of employment (start and end dates) and a description of the job responsibilities. The Board may assign up to two (2) years experience for successful completion of related college courses, or a related apprenticeship.
  - i. If not available, three (3) letters of reference, citing dates, from supply houses, or general contractors/ builders, who have employed you as an electrician may be submitted. Corporation or business license documents, including founding date, should be submitted. W-2's, copies of check stubs or other relevant tax documents, which record six (6) years of experience in the electrical field, may be used in conjunction with other documents.
  - ii. If these references are not available, **at least three (3) letters** from customers may be submitted, (but are not the preferred reference.) Character references are not appropriate.
  - iii. *The letters of reference must document at least six (6) years of electrical construction experience for the individual (not company).* If applicant does not have information within a timeline of the last 2 years, then additional documentation pertaining to experience may include the last ten years.  
PLEASE NOTE: Information must be complete before board approval.
4. Copies of current licenses, technical certificates, and / or diploma's; from a university or trade school, if applicable. Copy of a certificate of completion of an electrical apprenticeship, i.e. the (certificate recognized by Department of Labor.)

***It is required by the City Ordinance that the above four (4) items must be submitted to the Board of Electrical Examiners for an applicant to be considered for approval to take the exam.***

## Application Process:

1. The applicant submits the application packet to the Board of Electrical Examiners at least ten (10) business days before the Board meeting.
2. Applicant appears for an interview. The Board of Electrical Examiners determines if the applicant meets the requirements to take the appropriate Prometric Exam.
3. If approved, the applicant is given the information to work with Prometric and take the exam.
4. If the applicant scores 75.0% or higher on the Prometric exam, the applicant reappears before the Board for final determination in granting the license and orientation. After passing the test, proof of surety bond, general liability insurance, and workmen's compensation coverage must be submitted with fee(s) and application(s) for the license(s) prior to reappearing before the Board.

If the applicant holds a license that required the passage of the appropriate Prometric Inc. Examination (formerly Thomson Prometric, Experior Assessment LLC and Block & Associates), the applicant **may** qualify for a reciprocal license. Please review the Electrical Reciprocal License Packet on this website at: [www.indy.gov/eGov/City/DCE/Licenses/ContractorLicenses/Pages/electrical.aspx](http://www.indy.gov/eGov/City/DCE/Licenses/ContractorLicenses/Pages/electrical.aspx) or contact (317) 327-8467 to discuss the Reciprocal License Requirements.

## Board Meeting Dates

The Board of Electrical Examiners meets the second Thursday of each month at 1:15pm.

Deadline for submittal of exam packet:

Meeting date:

DECEMBER 24, 2014  
JANUARY 29, 2015  
FEBRUARY 26, 2015  
MARCH 26, 2015  
APRIL 30, 2015  
MAY 28, 2014  
JUNE 25, 2015  
JULY 30, 2015  
AUGUST 27, 2015  
SEPTEMBER 24, 2015  
OCTOBER 29, 2015  
NOVEMBER 25, 2015  
DECEMBER 30, 2015

JANUARY 8, 2015  
FEBRUARY 12, 2015  
MARCH 12, 2015  
APRIL 9, 2015  
MAY 14, 2015  
JUNE 11, 2015  
JULY 9, 2015  
AUGUST 13, 2015  
SEPTEMBER 10, 2015  
OCTOBER 8, 2015  
NOVEMBER 12, 2015  
DECEMBER 10, 2015  
JANUARY 14, 2016

Mail exam packet to:

**Board of Electrical Examiners  
1200 Madison Avenue, Suite 100  
Indianapolis, Indiana 46225**

Please phone Anna Brown at (317) 327-8467 or email: [Anna.Brown@indy.gov](mailto:Anna.Brown@indy.gov) if you have any questions.

**Licensure as an electrical contractor:**

Licensure as an electrical contractor is required to accomplish the connection of electrical power for on-site construction activity, to install, alter, replace, service or repair a system distributing electrical power, to service equipment supplying power to factory-constructed dwellings located in a mobile home park and to install, modernize, replace, service or repair all or any part of an electrical power distribution system. An electrical contractor shall also be entitled to install, modernize, replace, service or repair space heating equipment or space cooling equipment using electricity as its primary source of energy, excluding work on any refrigerant cycle.

**Not required to be a licensed electrical contractor:**

Installation or repair of electrical wiring, devices, appliances, apparatus, or equipment operate at less than twenty-five (25) volts and are capable of supplying less than fifty (50) watts of energy, except for fire detection or fire alarms, as defined by the State.

A contractor does not have to be a licensed electrical contractor if wiring for computers (if below 25 volts), data systems (if below 25 volts), or security cameras. However, if cutting the walls, drywall, flooring or mounting cameras or televisions on the walls, the contractor must be registered as a general contractor (unless the contractor is a sub-contractor).

**License Upgrade:**

Once within a one-year period of taking the Residential Electrical examination, an applicant may upgrade their license without appearing before the Board. However, if it is more than a year since taking the Residential Electrical examination the applicant must appear before the Board of Electrical Examiners to upgrade his or her license.

**ELECTRICAL EXAM APPLICATION  
CONSOLIDATED CITY OF INDIANAPOLIS  
DEPARTMENT OF CODE ENFORCEMENT  
1200 MADISON AVENUE, SUITE 100  
Indianapolis, IN 46225  
(317) 327-8467**

NAME \_\_\_\_\_ AGE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE # (    ) \_\_\_\_\_ FAX # (    ) \_\_\_\_\_ HOME PHONE # (    ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EDUCATIONAL BACKGROUND IN TRADE: \_\_\_\_\_

**EXPERIENCE**

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ TOTAL YEARS \_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 1.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 2.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**

1. CIRCLE ONE:      RESIDENTIAL ELECTRICIAN      MASTER ELECTRICIAN

2. NAME THREE PEOPLE WHO ARE FAMILIAR WITH YOUR WORK. (submit with 3 reference letters)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? \_\_\_\_\_

\_\_\_\_\_

4. WHAT IS THE CURRENT NATIONAL ELECTRIC CODE? \_\_\_\_\_

5. HAVE YOU EVER TAKEN A THOMSON INC. (FORMERLY THOMSON PROMETRIC, EXPERIOR ASSESSMENTS LLC, BLOCK AND ASSOCIATES) EXAM? YES or NO      EXAM, LOCATION AND DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ YES      \_\_\_\_\_ NO

DATE: \_\_\_\_\_

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

## **2015 BOARD OF ELECTRICAL EXAMINERS POLICIES**

1. Passing score for the 2008 NEC examination is 75.0%. Applicants approved by the Board may take the license exam three times. If on the third exam the applicant scores above 60%, the applicant may re-appear before the Board and request a fourth exam without a one-year waiting period. A one-year waiting period will be required if the applicant does not pass the fourth examination.
2. All Applicants will be required to show proof of experience.
3. Applicant must meet the following requirements:
  - a. Must have documentation providing at least 6 years of experience in electrical construction, according to the requirements specified in becoming a licensed Electrical Contractor within the Consolidated City of Indianapolis
  - b. Board may assign up to 2 years experience for related acceptable accredited college courses, successfully completed, with technical certificates, and/or diplomas
  - c. Board may assign up to 2 years experience for successful completion of a related electrical apprenticeship, including copy of a certificate of completion, i.e. the (certificate recognized by the Department of Labor.)
  - d. Must have worked in the industry at least 12 months within the last 2 years documented. However, if applicant does not have current information within a timeline of the last two years, then additional documentation pertaining to experience may include the last ten years.

**DEFINITION OF ELECTRICAL CONSTRUCTION EXPERIENCE:  
A PERSON WHO EITHER PERFORMS OR SUPERVISES THE INSTALLATION  
OF ELECTRICAL EQUIPMENT PER THE NATIONAL ELECTRICAL CODE IN  
INDUSTRIAL, COMMERCIAL OR RESIDENTIAL APPLICATIONS.**

4. The Board may reciprocate a license from another area if the applicant can provide proof, that is, current status of the license in that jurisdiction, with an original letter from the appropriate agency, that the applicant was tested with Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC, Block and Associates) Catalog No. 20113 Master Electrical 4 hour exam or Catalog No. 20313 Residential Electrical three hour examination with a score of 75.0% or higher, and meets all other requirements.
5. Special Exceptions – Orientations:

If an applicant resides and is employed out of state, it is only by board approval that an applicant may come in by special arrangement to have the orientation conducted.

6. Selling a license or lack of proper supervision will not be tolerated.  
First violation – Reprimand and consultation.  
Second violation – License may be suspended up to 180 days.  
Third violation – License may be revoked.
7. Low Voltage Definition:  
A contractor must be a licensed electrical contractor to perform work, in which electrical wiring, devices, appliances, apparatus, or equipment operate at more than twenty-five (25) volts and are capable of supplying more than fifty (50) watts of energy, except for fire detection or fire alarms, as defined by the State. Electrical permits must be obtained as required by Ordinance. In addition, any inspections required by Ordinance must be requested.
8. Involvement of License Holder in a Joint Venture.  
Non-licensed electrical contractors may enter into a joint venture with a licensed electrical contractor and perform electrical work. An unlicensed person may only perform electrical work under the supervision of a licensed electrical contractor. The licensed person is expected to provide responsible direction and control in specifying the electrical work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower.  
**It is ultimately the license holder who is responsible for the work.**
9. The following are the guidelines for Electrical License Holders on Probation:
  - a. The License Holder will be required to attend the next License Orientation.
  - b. The License Holder is required to request inspections for all work performed, including work that does not require permits.
  - c. The License Holder may be subject to additional Board action for ANY violation during the probation period which is not corrected in a timely manner.
  - d. The License Holder is required to correct any outstanding violations in the specified time frame.
  - e. The inspection staff will provide periodic updates to the Board concerning The License Holder's activities during the probation period.
  - f. Selling of license, or lack of proper supervision for any project where a permit is required and/or has been issued to The License Holder will not be tolerated.
  - g. Failure to comply with ANY provisions of the Probation shall result in suspension or revocation of The License Holder's license for a period of time as determined by the Board.
  - h. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary, to determine action to be taken regarding The License Holder.
  - i. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.

The above guidelines are recommended but in no way limit the action taken by the Board in all circumstances.

**SOURCES FOR REFERENCE MATERIAL INFORMATION, CODE  
BOOKS & REFRESHER COURSES FOR  
ELECTRICAL CONTRACTOR  
MASTER AND RESIDENTIAL EXAMINATIONS**

**REFERENCE MATERIAL:**

**BUILDERS BOOK DEPOT**

1033 E JEFFERSON ST, STE 500  
PHOENIX AZ 85034  
1-877-624-2562  
(PROMETRIC source)

**INDIANA ELECTRICAL LICENSE PREP CLASSES**

(Mike Holt Program)  
Mike Fox, Program Coordinator  
(317) 600-8844  
[www.electricallicenseprep.com](http://www.electricallicenseprep.com)

DICK BUKER  
**ITT TECHNICAL INSTITUTE**  
9511 ANGOLA CT  
INDIANAPOLIS IN 46268  
(317) 875-8640, x 242

**IVYTECH STATE COLLEGE**

1 W 26<sup>TH</sup> ST  
INDIANAPOLIS IN 46208  
(317) 921-4800

**TOM HENRY'S CODE ELECTRICAL CLASSES  
INC. AND BOOKSTORE**

7449 CITRUS AV  
WINTER PARK FL 32792  
800-642-2633  
<http://www.code-electrical.com>

**CODE BOOKS:**

**THE ARCHITECTURAL CENTER BOOKSTORE**

1028 Shelby Street  
Indianapolis, IN 46203  
Phone 1-888-472-2578 or  
Phone 1 (317) 634-3871

**BUILDERS BOOK DEPOT**

1033 E JEFFERSON ST., SUITE 500  
PHOENIX, AZ 85034  
1-877-624-2562  
(PROMETRIC source)

**ICC BOOKSTORE**

INTERNATIONAL CODE COUNCIL  
1-888-BNI-Book